

## **Prince George Fire and EMS**

### **Request for Proposals**

#### **Medical Evaluations**

#### **Services Required:**

The County of Prince George, Department of Fire and Emergency Medical Services, is soliciting proposals for employee medical physicals, medical follow-up and infectious disease follow-up and vaccines. In general, the services needed will include:

1. Ongoing medical physical examinations for current volunteers and employees
2. Medical physical examinations for new volunteer/employees accepting employment/membership
3. Post exposure follow-up and treatments for persons determined to have been exposed to infectious diseases
4. Administering of hepatitis vaccines and titer follow up
5. Initial and annual tuberculosis testing
6. Annual influenza vaccines
7. Annual medical follow up for employees indicating "yes" in any category of OSHA 1910.134, Sections 1 & 2, Part A of Appendix C.

Services would also include pre-employment 9-panel drug screen/physical screening for County employees, as necessary.

It is requested that the proposal submitted to provide these services include pricing for said services for a period not less than two (2) calendar years from date indicated for close of proposal.

Proximity to the Prince George area is important as well as hours of operation. Most of our volunteer fire force have full time jobs and it is not convenient to get their physical during normal work hours without them having to miss time from their paid jobs.

#### **Physician Requirements:**

The department seeks a physician to assist in meeting the needs of the program requirements to include appropriate record keeping. The department seeks a physician willing to assist the department in improving the program. The physician's interest in the program and the individuals in the program is vital.

The physician shall be a licensed doctor of medicine and shall be able to provide professional medical and health expertise in the areas of occupational safety and health. (OSHA)

For the purpose of conducting medical evaluations, it is preferred that the physician have an understanding of the physiological and psychological demands placed on Firefighters/EMS providers with an additional understanding of the environmental conditions under which Firefighters/EMS providers perform. (See Exhibit "A" for example)

The physician will need to evaluate employees to ascertain the presence of any medical condition that:

**“Would,”** preclude a volunteer/employee/employee candidate from performing as a Firefighter/EMS provider in a training or emergency operational environment by presenting a significant risk to the safety and health of the person or others.

**“Could,”** based on the severity or degree, preclude a volunteer/employee/employee candidate from performing as a Firefighter/EMS provider in a training or emergency operation environment by presenting a significant risk to the safety and health of the person or others.

## **Legal Considerations:**

The medical requirements in this proposal were taken, in part, from the National Fire Protection Association Standard # 1582, Medical Requirements for Firefighters, 1997 edition. According to the standard the requirements were developed and found to be job related by a subcommittee comprised of medical doctors, physiological specialist, and fire service professionals as processed through the National Fire Protection Association (N.F.P.A.) consensus standards making system. For the purpose of this program the County of Prince George and the Fire Department, upon implementation of this program, will review any and all circumstances to ensure an employee or employee applicant is not discriminated against based on handicaps or disabilities.

The determination of whether there is reasonable accommodation shall be made by the County of Prince George in conjunction with the fire department physician.

In addition, the County and Department would require consultation with the physician to best determine the impact of any medical condition which the physician has determined would or could present a significant risk to the safety and health of the volunteer/employee/employee candidate, or others. This would be done in an effort to aid in the determination of the most appropriate action for the County and Department to take concerning the employee/employee candidate's ability to be hired or perform their current job assignment.

The physician will be provided with a summary job description of each employee group to be evaluated so that the physician can review the job requirements of the individual and best determine the potential implication of any medical condition and the person's ability to safely and effectively perform the job.

## **Pre-placement Medical Evaluation:**

The Fire Department typically hires between six (6) and twelve (12) new Firefighter/Emergency Medical providers and fifty (50) to a hundred (100) volunteers each year. Once candidates accept employment a Prince George County Human Resource representative, a Prince George Fire and EMS representative in case of a volunteer, would contact the physician's office to arrange for the necessary medical evaluation. Once the physician's office is notified the department would require completion of medical evaluations within twenty-one (21) calendar days. The department would be willing to work with office to address circumstances involving scheduling and unusual delays to complete the service. All candidates being hired must have completed their medical evaluation and the department must have received notice from physician on candidate's ability or inability to report to work and training.

In addition to the medical evaluation, the physician, only after go ahead given by fire department, will administer hepatitis B vaccines and follow up titer and tuberculosis test. This will be given to current employees requesting the vaccine and test after previous offer and employee candidates only after the department has completed OSHA required training and employee has had the opportunity to accept or refuse vaccine or test. A department representative will schedule the test and/or vaccine only after OSHA requirements of training have been achieved by the department and employee has signed document of the offer and acceptance.

## **Periodic Medical Evaluations:**

The Fire Department will annually submit names of current employees needing physicals. Individuals on this list would be scheduled to complete their physical between July 1st and June 30th of each fiscal year. The department currently employs sixteen (16) personnel requiring physicals on a periodic basis.

This group would be scheduled to receive an updated physical based on age and time since last physical. Employees ages 29 and under would be scheduled every three (3) years, 30 to 39 every two (2) years, forty (40) and over every year.

## **The Medical Examination:**

The examination includes no less than the following organs systems and tests:

- Vital signs, namely, pulse, respiration, blood pressure, and, if indicated, temperature.
- Integumentary system
- Ears, eyes, nose, mouth, throat
- Cardiovascular system
- Respiratory system
- Gastrointestinal system
- Genitourinary system
- Endocrine and metabolic system
- Musculoskeletal system
- Neurological system
- Audiometry
- Visual acuity and peripheral vision testing
- Pulmonary function testing
- Laboratory testing, as indicated
- Diagnostic imaging, as indicated
- Electrocardiography, as indicated
- Stress Test, as indicated

As required by OSHA 1910.134, Sections 1 and 2, Part A of Appendix C- Respiratory Medical Questionnaire

## **Medical Exam Considerations:**

The following information is provided only for information purposes to the physician. How tests are done and the frequency deemed necessary can be decided by the physician with information shared between physician and department medical physical program coordinator. It may be determined that certain test only be applied due to employee health history or date since last test which established a baseline. The department would wish to work with the physician in determining recommended frequency.

1. **Laboratory Tests:** CBC, biochemical test battery (SMA), urinalysis, and heavy metals testing (as needed and instructed by department coordinator) should be conducted for detecting specific illnesses as well as developing a baseline for later comparison.
2. **X-rays:** A baseline chest X-ray can be helpful for individuals with a history of respiratory health problems or symptoms. For others, it can be useful for later comparison.

3. **Pulmonary Function Testing:** Can be helpful for individuals with history of respiratory health problems and as a baseline for later comparison. A baseline test should be administered by an experienced person. Only a spirogram that is technically acceptable and demonstrates the best efforts by an individual should be used to calculate the forced vital capacity (FVC) and a forced expiratory volume in one second (FEV1).
4. **Audiometry:** Audiograms should be performed in a ANSI-approved “soundproof” booth (ANSI S3.1-1973). If a booth is unavailable, the test room sound pressure levels should not exceed those specified in the federal OSHA noise regulations (29 CFR 1910.95)
5. **Electrocardiography:** Baseline electrocardiography should be conducted.

Additional documentation is available to physician specific to employee medical conditions and performing the job of a fire fighter.

### **Schedule Modifications:**

If a current employee presents with an acute illness or recently acquired chronic medical condition, the medical evaluation will be deferred by the department until the employee has recovered from the condition and presents to the department a status appropriate for evaluation.

A current employee who has been absent from duty for a medical condition of a nature or duration that could affect safety and performance as a firefighter/emergency medical provider will be evaluated by the department physician before returning to regular duty or work. This evaluation will be coordinated with the department physician.

### **Post Exposure Evaluation and Follow Up: (OSHA 29 CFR 1910.1030)**

When it has been determined that an employee has incurred an exposure he/she will be immediately referred to the department physician for follow up. The employee may have already begun exposure follow up at exposing patient’s destination (emergency room). The physician, the employee, and department Infection Control Officer will work together as required by OSHA to complete any exposure follow up. The department’s Infection Control Officer will provide the physician with documentation required by OSHA. The department expects physician to comply with OSHA in submittal of documentation and reporting as required by OSHA.

The department’s Infection Control Officer will need to meet with the physician awarded this bid to clarify any information and protocols within twenty-one (21) workdays of awarding bid.

### **Medical Evaluation Records, Results, Reporting, and Confidentiality:**

All medical information collected as part of a medical evaluation will be considered by the department as confidential medical information and shall be released by the department physician only with the specific written consent of the employee candidate or current employee.

The fire department physician would be required to inform a specified fire department representative only as to whether or not the candidate or current fire fighter is medically fit to perform his/her current job function(s).

Specific written consent of the candidate or current employee would be required in order to release confidential medical information regarding the condition(s). The fire department will be responsible for providing the employee with the necessary documents providing for release of specific medical information. The candidate or current employee would forward the information to the physician to

confirm the release.

### **Medical and Work History:**

The Fire Department will provide the candidate and current employee with a medical and work history questionnaire prior to any medical evaluation. The candidate or current employee will be instructed to complete the questionnaire and carry it to his/her medical evaluation. The questionnaire establishes a baseline health and work history and information the physician would use to help complete the evaluation process. The questionnaire presents several areas that are italicized. These specific areas address OSHA Respiratory Protection 1910.134 App C, mandatory medical evaluation questions, sec 1, and to question 9 in sec 2 of Part A. The suggested form for prioritizing members/employees needing physicals is attached (See exhibit "B").

### **Proposal Submittal:**

Pricing for services over the two (2) year contract is requested in the following format:

- Each segment of the complete medical exam as described on page 3-4 of this document
- Each series of three (3) hepatitis vaccines with titer
- Each TB test and reading
- Pre-employment drug screen
- Pre-employment physical
- Stress Test
- Heavy metals lab work

Award would be renewable, with agreement from both parties, for three (3) additional one year periods.

**Proposal Criteria:** Please respond to all items listed below

1. Ability of medical center to perform all aspects of evaluation in-house
2. Proximity to Prince George County
3. Hours of operation
4. Optional/Additional services provided

### **Termination of Contract:**

Owner may terminate this contract at any time without cause, in whole or in part, upon giving the contractor notice of such termination. Upon such termination, the contractor shall immediately cease work. Upon such termination, the contractor shall take such steps as owner may require to close out all open orders designated by owner. After all such steps have been taken to owner's satisfaction, the contractor shall invoice and receive payment for all work completed prior termination and the following:

- (1) All amounts then otherwise due under the terms of this contract,

- (2) Amounts due for work performed subsequent to the latest Request for Payment through the date of termination,
- (3) The contractor shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding sentence. Upon payment of the forgoing, owner shall have no further obligations to the contractor of any nature.

**All bids shall be return to the Prince George Procurement Office no later than April 13, 2015 at 2:00pm.**

**General Information:**

Fire department coordinator/contact:

Paul W. Mauger

804-722-8615

Human Resources coordinator/contact:

Nancy Shaffer

804-722-8665

Exhibit "A"  
FIREFIGHTER

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult protective service work providing emergency medical care and transportation of sick and injured under emergency conditions, frequently involving personal hazard; does related work as required. Work is performed under regular supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL JOB FUNCTIONS

**Responds** promptly to fire alarms and other emergency calls when on duty and to major incidents when notified while on duty.

**Drives** fire apparatus and **Operates** pump and other equipment associated with fire fighting, rescue, salvage and maintenance.

**Enters** burning buildings to accomplish extinguishment and/or rescue.

**Advances** charged and uncharged hose lines and **Applies** extinguishing agents to fires.

**Protects** property from unnecessary smoke and water damage by using salvage covers, positive pressure ventilation fans and water vacuum.

**Positions and Climbs** ladders to gain access to upper floors or to accomplish rescue.

**Climbs, Crawls and Runs** as necessary to accomplish fire extinguishment, rescue and personal safety.

**Carries or Moves** heavy equipment and/or objects necessary to accomplish fire extinguishment or rescue.

Effectively **Communicates** verbally by means of two-way radio as well as person-to-person and in writing through completion of various records, reports, memos and letters.

OTHER IMPORTANT DUTIES

**Provides** emergency medical service to fire or accident victims and **Assists** the local emergency medical service provider as necessary or when requested.

**Inspects** buildings for fire hazards and **Completes** pre-fire plans as appropriate.

**Maintains** apparatus, equipment, buildings and grounds.

**Participates** in all phases of training necessary to acquire the knowledge and skills required of the position.

**Performs** other duties as required.

**RFP # 15-0319-1**  
**MEDICAL EVALUATION SERVICES**

Contract period July 1, 2015 – June 30, 2017

**Please attach a schedule with the per unit price for all requested services as stated (page 5) in the attached Request for Proposal.**

In compliance with this invitation and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or service upon which prices are quoted, at the price quoted, as specified.

My signature on the bid certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same material, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorizing to sign this bid for the bidder.

If there are any parts of the terms and conditions that your company cannot meet please indicate which ones on an attached page.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Official Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_